

All changes are effective immediately.

1. Write-in-Changes:

<u>Page</u>	<u>Paragraph</u>	<u>Action</u>
8	4.3., 3 rd line	Insert: consider between the words <u>and</u> & <u>individual</u> .
9	4.4., 3 rd table	Delete: EVALUATOR and all related blocks.
10	2 nd , 8 th line	Insert: and must complete the same training requirements as an instructor.) after necessary.
10	3 rd , 3 rd line	Delete: Instructs as necessary.
10	3 rd , 8 th line	Insert: The ED instructs as necessary and must complete the same training requirements as an instructor. after <u>development</u> .
10	4 th , 4 th line	Insert: and must complete the same training requirements as an instructor. after <u>necessary</u> .
25	Task # 1.3.3.1.	Insert: /exercises after <u>examinations</u> .
25	Task # 1.3.3.2.	Insert: /exercises after <u>examinations</u> .
27	Task # 3.2.8.	Delete task.

2. Page-Insert Changes:

<u>Remove</u>	<u>Insert</u>
20/21	20/21

3. After necessary action, place this sheet in the back of CFETP.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

DONALD L. PETERSON, Lieutenant General, USAF
Deputy Chief of Staff, Personnel

8.2. Professional Development

8.2.1. Purpose. To support the USAF EPME mission by providing faculty members the opportunity to enhance and broaden their instructional, professional, and academic abilities through continuous training and educational development.

8.2.2. Minimum Requirements. Commandants/ALS flight chiefs must ensure that each 8T000 receives *at least* 16 hours of professional development annually. The Dean, EPC, is responsible for ensuring each 8T000 instructional designer in a teaching position receives *at least* 16 hours of professional development annually. NOTE: This annual requirement is based on date of assignment.

8.2.3. Responsibilities. Professional development is a shared responsibility between the individual and his or her supervisor. Dean, EPC/commandants/ALS flight chiefs are responsible for ensuring the professional development needs of the faculty are met. They have discretion in determining how much and what type of professional development opportunities will meet the personal and professional needs of the faculty. Dean, EPC/commandants/ALS flight chiefs are responsible for identifying sources of professional development and programming the resources necessary to accomplish the training.

8.2.4. Documentation. Professional development must be documented in the instructor's faculty folder, section 1. Training may be recorded on an AF Form 1098, Special Task Certification and Recurring Training, or equivalent. Use of the AF Form 797, Job Qualification Standard Continuation/Command JQS is not recommended as it is intended for position qualification training.

8.2.5. Strategy. To provide USAF EPME organizations guidelines to assist them in establishing consistent faculty development programs to continuously improve the quality of educational institutions. Some suggested guidelines for professional development are establishing professional relationships with local civilian colleges and universities through the Education Services Flight, encouraging faculty members to avail themselves of off-duty educational opportunities related to curriculum areas, encouraging enrollment/attendance in Air Force courses available for professional development, seeking assistance from other base agencies, using computer resources to obtain information pertinent to professional development, encouraging use of instructional skills and training outside the PME environment, taking advantage of CCAF programs, and seeking leadership positions outside the PME environment.

Section D - Resource Constraints

9. Purpose. This section identifies known resource constraints, which preclude optimal/desired training from being developed or conducted, including information such as funding, manpower, equipment and facilities. A narrative explanation of resource constraints and an impact statement describing what effect each constraint has on training is included. Resource constraints will be reviewed and updated annually.

9.1. General Information: EPME is a selectively manned special duty requiring 3-4 year controlled tours, a minimum of an Associate of Applied Science degree, and mandatory training requirements to gain proficiency to be fully qualified. All training requirements are outlined in this CFETP.

9.2. Constraints: One limiting factor affecting 8T000 qualification training is manpower availability. Even though entry into the 8T000 SDI is similar to retraining, currently there is no formal "pipeline" manning process which allows newly hired instructors to complete initial instructor qualification training (IIQT) prior to the date they are required to begin teaching. Therefore, unit manning and IIQT suffer as 8T000s are treated, for manpower purpose, as fully qualified the day they are assigned. As a result, instructor training is expedited to enable units to meet classroom requirements.

9.2.1. HQ USAF/DPDE must ensure this constraint is a priority with HQ/AFPC to establish an "instructor pipeline" allowing unit manning levels to accommodate instructors in IIQT. This pipeline must also assign instructors to gaining schools far enough in advance of the date they are required in the classroom to allow for near completion of IIQT. As a minimum, new instructors without prior teaching experience should not be counted against unit manning levels and should be assigned to the gaining school a minimum of eight weeks prior to their required date of availability. This would allow for completion of AIS, the follow-on instructor course, and minimal IST. AFPC should work with each MAJCOM EPME Representative, and/or commandant or flight chief to accommodate the IIQT needs of the instructor. In some cases, IIQT may take six-to-seven months to complete. This training cycle, to be effective, cannot be truncated to compensate for inadequate manning levels if a highly qualified 8T000 instructor is the end product we seek.

9.2.2. A second limiting factor pertains to availability of timely quotas at AIS. Timely quotas are essential to ensure ALS flight chiefs and commandants can take full advantage of follow-on and lesson qualification training. To minimize this limiting factor, ALS flight chiefs and commandants must prepare for personnel losses well in advance by reviewing manning documents and forwarding their training requirements to their respective MAJCOMs. MAJCOMs will submit requirements to HQ AFPC/DPAAD2 NLT 30 Apr of each year. This input should reflect projected requirements two years out, e.g., requirements for fiscal year 2001 are submitted NLT 30 Apr 99. AFPC will report these requirements to AU for funding purposes.